



Forest Heights Police Department Policy and Procedures Manual

Subject:	Personal Injury and Illness			
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A. Purpose

To establish procedures for Forest Heights Police Department (FHPD) officers regarding injuries while on duty and claims for sick leave.

B. Policy

1. All full time employees are covered by Workman's Compensation, medical insurance, and accrued sick leave paid for by the Town of Forest Heights.
2. Officers are covered by Workmen's Compensation for any injury sustained while properly performing assigned duties, for as long as medically necessary. The Town has the right to request at any time, a medical re-evaluation of an injured officer.
3. Injuries include those occurring while attending the police academy, FBI Academy, or any other department authorized school or training course

C. Reporting Injuries and Illness While On-Duty

1. When a FHPD officer, while on a regular or special duty assignment, is accidentally or by other means injured, a written report (Employee's Notice of Injury Report) containing all pertinent information will be completed at the first opportunity the officer has and forwarded to the FHPD Chief.
2. The injured officer will complete the Employee's Notice of Injury Report unless the officer is unable to do so. If the officer is unable to complete the report a supervisor will complete an interim report until the injured officer is able to provide a full report.
3. All initial reports should be completed before the end of the tour of duty, or no later than 24-hours after the incident.
4. The injured officer will send or deliver, at the earliest time possible, any additional medical statements or information in reference to when the officer may or will be available for assignment to light duty or regular duty.
5. If an officer becomes sick during a tour of duty, the Chief will be notified BEFORE the tour of duty is abandoned. In the event an officer must visit the nearest hospital emergency room, the Chief will be notified as soon as is practical.

D. Sick Leave

1. Officers will report an illness requiring the use of sick leave.
2. An officer, not able to report for duty due to a non-duty related injury or illness, will notify the Chief at least one hour prior to the time the officer is scheduled to be on duty. In the event the Chief is unavailable, the officer's supervisor will be notified.
3. If a FHPD officer sustains a non-job related injury or illness that would prevent the officer from reporting for duty, the time the officer does not work will be deducted from his accrued leave.
4. If an officer is absent, without advance notice, due to a non-duty related illness or injury, the FHPD Chief may request a medical statement of proof of the degree of the injury or illness, and the date the office is expected to return to duty.
5. An officer, without prior approval, on sick leave for more than two days, will obtain a doctor's certification of treatment showing the type or cause of illness/injury and the expected date of return to duty.